

**MASSACHUSETTS**  
Public Employee Retirement Administration Commission  
5 Middlesex Avenue, 3rd Floor  
Somerville, MA 02145  
(617) 666-4446  
Fax: (617) 628-4002  
[www.state.ma.us/PERAC](http://www.state.ma.us/PERAC)

MEMORANDUM

TO: All Retirement Boards

FROM: Kevin P. Blanchette, Deputy Executive Director of Operations

RE: Fall Classes: Processing Disability Retirement and Death Benefit Applications

DATE: September 7, 2001

This Fall, the Public Employee Retirement Administration Commission (PERAC) will offer training classes on the ***“Processing of Disability Retirement and Accidental Death Applications.”*** The course is designed specifically for those Retirement Board staff who are directly involved in the processing of disability retirement and accidental death application, however, Board Administrators and other Board Members are also welcome to attend. Classes will be held in Somerville, Lawrence, Plymouth, Framingham, and Northampton.

Each participant must register for class by completing the attached PERAC Class Registration Form. Registration for these classes will be on a **“first-come, first-served”** basis. Upon receipt of your registration form, PERAC will, via fax, confirm that a seat has been reserved for you, or advise you that seating capacity has already been reached.

Because seating capacity is limited in these locations, it is important to register at your earliest opportunity. Unfortunately, students who haven't registered cannot be guaranteed a seat. I would very much appreciate your registering at least one week prior to a scheduled class, in order for us to make the necessary arrangements.

If you find that you are unable to attend a class for which you have registered, please let us know at your earliest opportunity.